

**From:** [Perez, Myra](#)  
**To:** [Coltrain, Katrina](#)  
**Cc:** [Warren, Christy](#); [Flores, Raymond](#); [Gorostiza, Sylvia](#); [Cobb, Derrick](#); [Hayes, Mark](#)  
**Subject:** RE: CLP Lab Assignment and container requirements for Wilcox Oil - Organic Analysis - Remedial - for the week of 05/18/15- please reply to confirm receipt  
**Date:** Monday, May 18, 2015 8:40:24 AM  
**Attachments:** [LBWILCOXORG.FY15.05.18.doc](#)  
[CNTRRQ45316.5035.rev.doc](#)  
[CNTNRREOsoil45316.doc](#)  
[CASE45316.CLPSXNUMBERS.docx](#)  
**Importance:** High

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Hello All.

Attached, please find your lab assignment. **The samplers are responsible for reading the attachments and taking the forms and a copy of this e-mail, with them to the site.** If, after reading the attachments, there are questions please contact me at your earliest convenience.

**The lab assignment form and container requirement documents must be read by every person in the sampling team . It should be posted in your work area at the site. Please remember the following: Sign all Regional copies of the TR in blue ink. Temperature blanks must be placed in each cooler.**

When shipping samples, please make sure to include cooler return information (airbill w/third party billing number) in order to receive your coolers in a timely manner.

**Instructions for Uploading COCs into the SMO Portal have been added to the lab assignment.**

**The original Regional copy of the traffic report (signed and dated) must be mailed to me as soon as possible but no later than a week after you have shipped your samples.**

NOTE:

Please note the following news/changes/instructions:

- 1) R6 SMO Coordinator, Margaret Jarosz, has a different e-mail address:  
[mjarosz@csc.com](mailto:mjarosz@csc.com)
- 2) Margaret, at this time, does not have a phone number. She can be reached by e-mail.
- 3) The sampler will e-mail a pdf copy of the **lab** COC to me, after shipping the samples (on the first day of shipping).
- 4) The sampler will check the lab copy of the COC before placing it in the cooler to verify that the case number is listed on the COC. Verify that the rest of the information on the COC is complete and correct.

- 5) **Tags** - EPA's Houston lab has stopped providing sample tags to EPA Superfund personnel, grantees, contractors, and other agencies that have IAs with EPA Region 6. Also, the Houston lab will end the requirement that samples sent to the Houston lab or to the CLP have a sample tag on each container. This change is only for ending the use of the tie-on, paper (Tyvek) tags. An appropriate label, such as Scribe-generated labels are still required for each container. The information that is required on these labels has not changed. Also, practices for the use of the chain-of-custody forms and custody seals will not change. The EPA SAM/RPM/OSC will determine if a project requires tags and inform the EPA contractor. If you need to use tags for your project, please contact Christy Warren at 281-983-2137 for assistance.

Please call me at your earliest convenience, if you have questions - 281/983-2130.

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